

## AMP Development Worksheet

### Topic #6

#### Statement of Problem, Question, or Situation

##### **School Bus Accident Investigation:**

You receive a phone call on Sunday from your school bus driver on a field trip to Canada. She indicates that she was involved in a crash with a motorcycle. The bus, the driver, and all the children are okay; however, the motorcyclist was fatally injured. Your driver is being charged with involuntary manslaughter because she pulled in front of the motorcycle. The Canadian Mounted Police have impounded the school bus and set a \$500 bail for the driver. She has only \$20.00. **Develop a plan to deal with this situation.**

**Consider developing a bus accident plan that includes local, intra state, inter state, and international travel.**

#### Attributes of Problem, Question, or Situation

##### **Examples of:**

Qualities  
Characteristics  
Traits  
Features  
Elements  
Parts  
Aspects

- Traffic regulations in area of crash
- District bus accident procedures
- Data from scene necessary to provide assistance
- Persons involved and estimate of condition
- Information/procedures on bus necessary for situation
- Crash kit to be taken to scene
- Description of scene
- Contact with first responders at scene
- Communication internal & external

#### Describe strategies or options to focus on attributes

Conduct an internet search of appropriate Traffic Regulations/accident reporting requirements for intra-state, inter-state, and international travel.

Determine resources to be provided the driver before leaving and how to contact and provide resources needed at the scene.

Review accident-reporting requirements of district insurance carrier.

Review the requirements for buses crossing an international border.

Review travel and parking considerations on international trips.

Review district policies and procedures for releasing information to parents and the media.

Determine training and re-training needs for involved staff.

Handout: Cross-Border Travelers Instructed on New ID Rules

Handout: Helpful Information When Traveling to/from Ontario

Internet search: "What to do if involved in an auto accident"

[www.ncstonline.org](http://www.ncstonline.org) Download: "2005 National School Bus Specifications, Procedures Revised Edition" Page 286 Accidents, Page 283 Bus evacuation

<b><u>Identify AMP objectives</u></b>	<b><u>Define minimum performance levels for each</u></b>
<p>District accident and trip procedures are comprehensive and apply to all trips the district will undertake including intra-state, inter-state, and international.</p> <p>Drivers and department employees are fully trained in district accident procedures for trips to all locations.</p> <p>Involved parents and appropriate school officials are fully informed of the facts of any accident situation.</p> <p>The supervisor assembles an accident investigation tool kit of necessary materials for use in accident situations/investigations.</p> <p>Equip each bus with required accident information and copy of accident procedures.</p> <p>Factual accident information is conveyed to the media in a timely manner.</p> <p>Accident reports are reviewed by an accident review committee for preventability.</p>	<p>Procedures developed result in all accidents being handled in an efficient and timely manner and the provisions of the bus accident plan provide sufficient direction for all involved.</p> <p>Drivers and department employees are trained annually in district accidents procedures and procedures are included in the department driver handbook.</p> <p>The transportation supervisor in cooperation with the building principal(s) informs all parents of pupils involved in as soon as possible following any bus accident.</p> <p>The accident investigation tool kit is readily available and used in most serious accidents.</p> <p>Buses are checked annually to insure they contain the necessary insurance certificate, vehicle registration and a copy of the district accident procedures.</p> <p>Most of the time the media reports accurate and factual information, which is measured by the number, and nature of calls received from parents.</p> <p>The accident review committee meets at regular intervals and makes recommendations re: accident preventability.</p>

<b><u>List actions/tasks to accomplish objectives</u></b>
<p>Develop accident procedures for drivers and other staff to provide direction in intra-state, inter-state and international trips. This includes determining the method and availability of financial resources if the need arises.</p> <p>Conduct in-service training and periodic re-training on these procedures making modifications/improvements when warranted. Include accident procedures and bus evacuation procedures in the department employee handbook.</p> <p>Develop and seek approval for "parent notification in case of school bus accident procedures" to be included in the district administrative procedures.</p> <p>Assemble an accident investigation tool kit and use it in investigating serious school bus accidents.</p> <p>Periodically spot-check the buses to insure they contain the required information as well as the</p>

accident procedures.

Write a sample draft accident description to be provided to school administration and parents in the event of an accident. Write sample draft accident news release.

Form a department accident review committee whose purpose is to review all accidents for preventability and make recommendations to the Supervisor regarding driver fault.

**Identify methods to evaluate actions/tasks to meet objectives**

Employees are handling bus accidents using the specified procedures in all intra-state, inter-state, and international trips. Few questions arise and when they do, if necessary, procedures are modified to better address the situation.

Accident procedure training and re-training take place annually and procedures are included in the driver handbook. New employees are provided accident procedure training as part of their instructional program.

School bus accident administrator and parent notification procedures are a part of the district administrative regulations.

Accident investigation tool kit is readily available and used to investigate serious accidents. Supervisor also seeks opportunities for training in accident investigation.

Buses are periodically spot-checked for registration, insurance certificate, and accident procedures and are found to be consistently in place. Drivers are reminded periodically to check same.

Sample draft accident descriptions are written as well as sample accident news releases and readily available for immediate use. These drafts were reviewed and approved by the district person responsible for media.

The department accident review committee meets on a regular basis and assesses the accident for preventability. If the committee determines that the accident was preventable, the supervisor considers taking disciplinary action against the driver.